

MEMORANDUM FOR: Acting Chief of Logistics  
FROM: Chief, Supply Division  
SUBJECT: Weekly Activity Report

7 October 1954

1. GENERAL

a. [ ] (continued item)

(1) Representatives of the prime and sub-contractors met 4 October 1954 with the Chief, [ ] and a representative of Real Estate and Construction Division, Logistics Office, for the purpose of making an inspection of all the contracted improvements and installations, that have been under various stages of completion for the past few months. The main purpose of this inspection was to determine if all the contracted projects were satisfactory for final acceptance.

(2) The asphalt project along the sides and front of the main warehouse structure was completed in a satisfactory manner.

(3) Preparations for the inventory of Ordnance stocks have progressed to such an extent that it is contemplated that the relocation of stock, corrections in stock numbers, and changes in nomenclature will be completed by the close of business, 9 October 1954. The use of overtime hours has proven most advantageous in that the personnel concerned were able to progress more rapidly due to the absence of normal interruptions which occur during regular work days.

(4) The relocation of OSI to Barton Hall is progressing and will be completed during the week of 4 October. New equipment for OSI has been delivered on schedule and coordinated with furniture and equipment coming from the old offices in M Building. The Supply Room in Barton Hall will probably be ready sometime during the week of 11 October. Arrangements have been made for delivery of necessary supplies from the Depot and shelving is to be installed when the supply room is made available.

b. Supply Training: (continued item)

(1) Planning for the Supply phase of the Fifth Logistics Support Course is progressing satisfactorily. Instructors are developing additional visual aids for use in the presentation of the course. Some course subjects such as Material Disposition and Determination of Requirements are being revised to expand subject coverage in view of the current need for field operations.

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**CONFIDENTIAL**

*See memo*  
(2) Four members of the Supply Division attended the TSS Item Familiarization Demonstration last week and four members are scheduled to attend on 6 October 1954. Scheduling for attendance of twenty-one additional members of the Supply Division will continue on a weekly basis.

(3) Fourteen members of the Supply Division are presently attending the 1954 Agency Orientation Course No. 3. This is a twelve hour course held during the hours of 0900 - 1200 from 5 October thru 8 October.

(4) Three members of the Supply Division attended the 5 October Career Service Meeting conducted by the Logistics Office Administrative Staff. Three additional members are scheduled to attend the 7 October meeting.

(5) Mr. [ ] AS/LO, was briefed on 1 October on Supply Division functions and responsibilities.

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2. PROJECTS AND STUDIES IN PROCESS

a. Flex-O-Print Catalog: (continued item)

(1) Proof copies of the Ordnance and Instruments and Industrial Supplies sections of the Supply Catalog are expected by 15 October. Graphic Arts work on the covers has been completed.

(2) The Electrical Connectors Class of the Electronics section is now ready for transfer to Flex-O-Print strips and tabs.

(3) The Office Supplies group of the Administrative section has been sent to Reproduction, and the printed panels scheduled due back during the week of 11 October.

(4) The Photographic Supplies and Equipment section is nearing completion of transfer to Flex-O-Print strips, including picture layouts, and is expected to be turned over to the Reproduction Division by 13 October.

25X1A2Gb. [ ] (continued item)

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(1) In connection with follow-up with delinquent suppliers of material for projects [ ] it has been learned that a local manufacturer, supplying equipment for the projects, was experiencing some difficulty in obtaining parts from a sub-contractor. The Contracts Branch was requested to investigate this condition and render the contractor all assistance possible.

(2) Follow-up for shipping instructions to cover movement of material to be shipped for the projects was made. The project engineer arranging for shipment advised that shipping instructions would be finalized and forwarded to interested elements in the next several days.

c. Requirements Forecasts: (continued item)

(1) Instructions have been submitted to COMMO, [ ] and OTR regarding the next submission of materiel requirements forecasts covering fiscal years 1956 and 1957. These instructions were previously

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(2) Tabulations of items in Family Groups II, III, IV, VII and the photographic items of VI, for which assets are not sufficient to fulfill the requirements have reached the following status:

- (a) Training Office - transmitted for affirmation or adjustment.
- (b) Office of Communications - coordinated with COMMO. These requirements are not sufficiently firm to warrant Procurement action.
- (c) DD/P Elements - letter of transmittal prepared and submitted to Chief of Logistics for signature.

25X1A d. Supply Regulations: (continued item)

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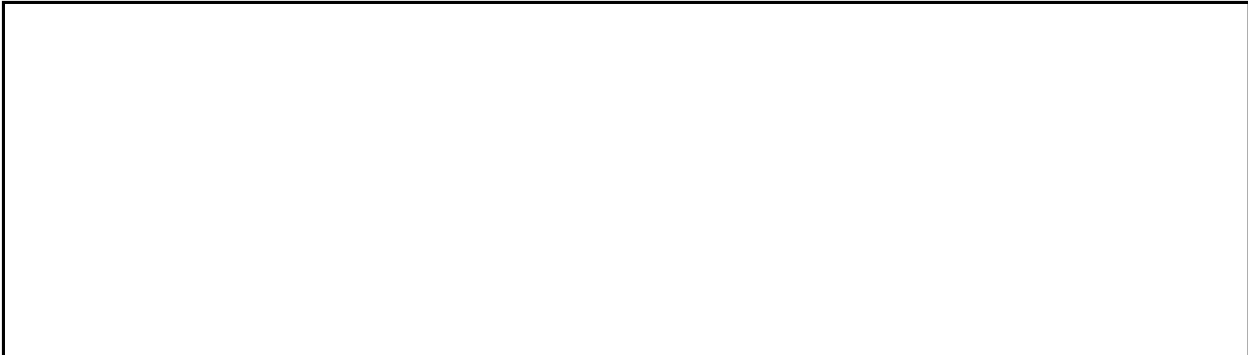
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**e. Field Visits by Division Personnel: (new and completed item)**

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(1) Three members of the Division are presently at [redacted] to inventory stocks and property-in-use and establish property records and control mechanisms. This operation is expected to require three weeks.

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(2) A cataloguing employee has been at [redacted] for this week to acquaint personnel with the use of the Agency catalog and to assist the depot in classifying roll-up material received from [redacted]

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(3) A member of the Division attended the Packaging and Materials Handling exposition in Chicago for two days. Several valuable ideas were picked up relative to new packing and barrier materials now in use, and information obtained on current developments in the Materials Handling field.

**f. Quarterly Vehicle Status Report: (new and completed item)**

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The regular quarterly vehicle status report has been prepared for submission to [redacted] the Office of Communications. This report indicates by station and project the number of vehicles allotted, the number on hand by make, model and year. The submission of this report is intended to reduce record keeping and tabulations of vehicles in the appropriate offices.

**g. Field Inventories: (new and completed items)**

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Stock inventories have been received from the [redacted] Stations. These are the first inventory reports to be received following

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**4. MAJOR PROBLEMS**

None

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5. MAJOR OBJECTIVES

Refer to Weekly Activity Report of 1 July 1954 for current status.



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LO/SD/DWW:  dm (7 Oct. '54)

**Distribution:**

10 - Addressee

3 - Supply

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